PRJ 00000 PM2 Proposal Solution Proposal

**Solution Proposal**

**<Project Name>**

**General Information**

|  |  |
| --- | --- |
| Clarity Project #: | *<Clarity Project Number PRJ-xxxxx>* |
| Project Name: | ***<Project Name>*** |
| Project Sponsor: | *<Sponsor Name>* |
| Project Manager: | *<Project Name>* |
| Attachments: | *<Attachments>* |
| Location: | *<File Location: SharePoint or Documentum>* |

**Revision / Change History**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Level | Revision Date | Revision Author | Description of Changes |
| 0.1 | <date> |  | Initial Version |
|  |  |  |  |

*This template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the particular project. The instructions should be deleted before distributing the document.*

* *Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
* *Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.*
* ***Text and tables in black*** *are provided as boilerplate examples of wording and formats that may be used or modified as appropriate*.

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# Document Purpose

The purpose of the Solution Proposal is to summarize the work done in the Proposal Phase for developing a proposal on how to deliver a solution to meet the project objectives. It also allows the Steering Committee to evaluate the options that were explored and come to a decision about the project direction through the Execution and Close Phases. It contains a summary of the project options that were reviewed and details on the recommended solution including scope, delivery strategy approach and cost.

# Project Overview

*[Provide a description and overview of the project for completeness of information. This section can be created from a summary of description and objectives of the project from the Charter document. Any relevant additional information may also be added.]*

## Executive Summary

*[Provide a high-level overview of why this project should proceed. State whether this project is a part of a larger initiative/Program. This summary is the ‘elevator speech’ to senior executives. Be brief. This information can be taken from the Clarity project properties ‘Project Description.’]*

<>

## High Level Scope Description

*[Include a high-level description of the project boundaries that characterize the product, service or result that the project is meant to deliver. This is intended to provide the reader with a clear sense of what is being created by the project.*

*Optionally, if details are known at this point, the bulleted list of features as ‘in scope’ and ‘out of scope’ items may be included.]*

<>

**In Scope**



**Out of Scope**

# Solution Proposal Development Approach

*[Solution Proposal development process consists of bringing together all required resources and collaborate to develop a concept solution that will meet the project objectives and business requirements. ]*

## Solution Proposal Development Approach

*[Describe the approach used for developing an approach, for example, internal cross-functional team, vendor RFP, SDP process, configuring of a packaged software solution, etc.]*

## Solution Development Team

*[Identify the people involved in developing the solution proposal. Solution Development may or may not be led by the Project Manager. The team should have representation from key project integration areas like, Business Process, GA200, Information Security, Privacy, Disaster Recovery, Purchasing, etc.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Organization | Role |
| <Name> | Project Manager | EPMO | Team Lead |
| <Name> | Business Analyst | Project Team | Business Requirements |
| <Name> | Solution Architect |  | Solution development |
| <Name> | Business SME |  | Process Expert |
| <Name> | Technology Architect |  |  |
| <Name> | Security Analyst | Information Security & Risk | Security Architecture |
| <Name> | Privacy/PIA Advisor | Information Security & Risk | Privacy Assessment |
| <Name> | GI Demand Manager | Hosting Services | Hosting |
| <Name> | DR Manager | Information Security & Risk | Disaster Recovery |
| <Name> | Enterprise Architect | GA | GA200 Standards Review |
| <Name> | Application Manager | Application Platform |  |
| <Name> | Vendor Representative | Vendor |  |
|  |  |  |  |

## Solution Development Steps

*[Describe major activities or decision steps that the team went through in developing the solution proposal. This may include requirement reviews, software selection, prototyping, vendor demos, Architecture reviews, GA200 review, Privacy review, vendor selection, Vendor RFP, etc.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity/Milestone | Description | Responsibility | Date(s) | Decision or Comments |
| <Requirements Review> | Detailed walkthrough through SOR | <Business Analyst> | Team Lead |  |
| <Vendor Demos> |  | Project Team |  |  |
| <GA200> | Standards Review |  |  |  |
| <Security Review> |  |  |  |  |
| WBS Development | Workshop session to develop WBS and Resource Needs |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Solution Options

*[Describe the solution options considered to meet the project objectives, both selected or not, and describe the pros and cons of each. This should include both monetary and non-monetary aspects of consideration. Ensure that relative merits of each considered solution is highlighted. One option may also be doing nothing, highlighting the cost or impact of not implementing the project.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Option Reference | Description | Pros | Cons |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Solution Proposal

*[Describe the selected solution or the solution that the team is intending to recommend for approval. The description may include high level solution diagram or architecture diagrams.]*

## Solution Scope

*[Focus on the recommended solution for the project and how goals, objectives and high level requirements are to be met. This section should be clear as to the reasons why it is the preferred direction of the project. Include requirements that may not be fully satisfied by the recommended option and how those requirements may need to be addressed.]*

# Delivery Strategy

## Approach

*[The product/solution development approach should address the specific steps, processes and deliverables associated with the type of project being implemented. A few examples are: a systems project may utilize a traditional SDLC waterfall and/or agile approach; a product development project might use the Johnson Controls PLUS approach; a process improvement project might use a Six Sigma DMAIC approach. The Project Manager can choose the approach that makes the most sense based on the project. The selected approach becomes a plugin component to PM2. This degree of flexibility is critical to handle the full spectrum of project types. Describe the approach to create the product/solution of the project that will be used for delivering the solution.]*

## Solution Cost

*[Define costs for the recommended solution ONLY. This is input to the total project budget, which will include all project costs required.]*

|  |  |
| --- | --- |
| Cost Category | Estimate |
| Internal Labor |  |
| External Services |  |
| Hardware & Software Costs |  |
| Other Costs (Travel, Facilities, etc.) |  |

# Acknowledgement

The undersigned acknowledge that they have reviewed and approved this Project Solution Proposal for the *<Project Name>*. Changes to this document will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Date | Comments |
|  |  |  |  |
|  |  |  |  |

# Appendix: Attachments or Links

*[Attach any supporting information available.]*